



The Catholic Diocese of Charlotte

Job Title: Human Resources Specialist

Reports To: Human Resources Director

Office: Human Resources

FLSA Status: Non-exempt

Full Time

Essential Duties

- Under the Direction of the Director of Human Resources, the HR Specialist is responsible for the administration of policies, programs and procedures for employee pre-employment, record keeping, compensation, benefits and HRIS
- Manages pre-employment paperwork including I-9s, W-4s and other documentation
- Creates and maintains employment files
- Assists in the administration of benefits including insurance and deferred compensation
- Administers various HR policies including Family Medical Leave, Workers' Compensation, Short Term Disability and Long-Term Disability
- Helps to create and define policies and processes
- May be asked to assist in the investigation of employee grievances in accordance with diocesan policy
- May be asked to assist with newly created talent management processes including recruiting, onboarding, performance management, learning & development, and engagement
- May be asked to assist with organizational design initiatives
- Assists in other duties assigned

Qualifications

- Bachelor's degree in business, human resources, psychology, or related field
- 2-3 years' experience in a general office or a human resources environment
- Knowledge and experience in audit, compliance, employment processes and law
- Strong organizational and detailed-oriented skills
- Strong communication skills
- Proficient in Microsoft Outlook, Word, Excel. Experience in working in an HRIS/HRMS system is a plus.
- Ability to maintain confidentiality

Send resume and salary history to: Human Resources Director, 1123 South Church Street, Charlotte, NC 28203 – or email to recruiting@rcdoc.org.